HIV/AIDS BUREAU

December 4, 2005

Dear Grantee,

It is our hope that you return from today's CARE Act Data Report (CADR) training well-prepared to meet with your providers and relay the information necessary to ensure that your CADR submission for 2005 is complete and accurate. To assist with this process, we have assembled a *provider toolkit* on the enclosed CD. This toolkit contains a number of materials you may find useful as you develop your own CADR training program for your providers. These same materials may also be downloaded, either individually or in a .ZIP archive, from the Ryan White CARE Act Data Support Web site, http://www.careactdatasupport.hrsa.gov.

The toolkit CD features a number of valuable resources for your provider agencies, including:

- List of Files Contained in CD
- List of acronyms
- CADR timeline
- Highlighted CADR (highlights new and modified items)
- 2004/5 CADR crosswalk
- CADR instructions
- Training slides*
- Data check document
- Anywhere Community Health Center (ACHC) agency profile
- ACHC broken CADR, ACHC error report, and ACHC raw data summary
- ACHC corrected CADR
- *'Before You Begin'* checklist
- Checklist for completing the CADR
- CADR Frequently Asked Questions
- Submission information (Please use this form to communicate with your providers.)
- Who to contact for assistance

We hope that you find these materials helpful.

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*To print training slides from CD with notes:
1. Open the Presentation in MS PowerPoint.
2. On the File menu, click Print Preview.
3. On the Print Preview toolbar, in the Print What box, click Notes Pages.